

6 JUNE 2013



Security

**RESTRICTED AREA BADGE ISSUANCE,
CONTROL AND INVENTORY**

COMPLIANCE WITH THIS OPERATING INSTRUCTION IS MANDATORY

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RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 910 SFS/S5

Certified by: 910 AW/CC
(Colonel James D. Dignan)

Pages: 9

This instruction establishes the procedures and policies governing the issuance, control, and maintenance of the Air Force (AF) Form 1199, *Restricted Area Badge*, to all applicable military personnel and civilian employees of the 910 Airlift Wing (910AW), Youngstown Air Reserve Station (YARS), Vienna, Ohio. It implements Air Force Policy Directive (AFPD) 31-1, *Integrated Defense*, Air Force Instruction (AFI) 31-101, *Integrated Defense (FOUO)*, and Air Force Instruction 31-101_AFRCSUP_1, *Integrated Defense (FOUO)*. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*. Route all AF847s through the appropriate functional chain of command to the OPR. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS). **NOTE:** When compiling data on forms, reports, or documents directed by this publication, the protection of Personal Identifying Information (PII) is subject to the provisions of Title 5, U.S. Code (USC) 552a as amended, *The Privacy Act of 1974* and AFI33-332, *Air Force Privacy Program*. Individual Social Security Numbers (SSN) and or Electronic Identification Data (EID) will not be shown or displayed under any circumstances.

1. General Information.

1.1. The Restricted Area Badge (RAB) (also known as a “Line Badge”) is used to control the entry and internal movement of personnel in restricted and controlled access areas. Unit commanders/division chiefs or designees will make the recommendation for the individual’s

need for unescorted entry in accordance with AFI31-101AFRC Sup 1, *Integrated Defense (FOUO)*, and AFI31-501, *Personnel Security Program Management*.

1.2. Persons requiring unescorted entry must have a valid security clearance prior to being granted entry.

1.3. A RAB is a serially numbered, accountable Form, that is authenticated and controlled by the 910 Security Forces Squadron (910SFS) Pass and Identification (also known as base Pass & ID) office. The 910SFS Pass & ID office is the issuing authority for RABs. The Pass & ID Office is located in YARS Building 102, telephone extension 609-1333.

2. Procedures for requesting Restricted Area Badges:

2.1. The unit or division Security Manager will initiate a check in the automated Joint Personnel Adjudication System (JPAS) to determine if the individual requesting a RAB has a valid security clearance. The date of eligibility for the individual's security clearance will be noted in the Section V "Remarks" box on the AF Form 2586, *Unescorted Authorized Entry Certificate*.

2.2. Upon verification of a valid security clearance the unit or division Security Manager is responsible for initiating the AF Form 2586.

2.2.1. Prior to issuing the AF Form 2586, the individual requesting the RAB will complete Security Education training. The date training was completed will be noted in the Section V "Remarks" box on the AF Form 2586.

2.2.2. The unit or division Security Manager will then sign Section II on the AF FORM 2586, certifying the individual has a valid security clearance and has completed the mandated Security Education training.

2.2.3. The Chief of Information Protection (910AW/IP) will provide the 910SFS Pass and ID office with a current listing of unit or division Security Managers.

2.3. The unit or division Security Manager will present an AF Form 1768, *Staff Summary Sheet*, and AF Form 2586 to the appropriate Approving Official, or designee, for a signature on Section IV. The approval authority for all AF1199s will be the Commander, 910 Airlift Wing (910AW/CC), Vice Commander, 910 Airlift Wing (910AW/CCV), any of the 910AW Group Commanders, or the 910AW/Command Post (CP) Superintendent.

2.3.1. Wing positions selected as Approving Officials are outlined in the Wing Memorandum *Approving Officials for the AF Form 2586 Section IV*. Members should seek their respective Group Commander for final approval. If their respective Group Commander is not available, then they should seek out approval from the Wing Commander.

2.3.1.1. The final approval authority for all AF Form 1199s will be one of the following:

2.3.1.1.1. Commander, 910 Airlift Wing (910AW/CC)

2.3.1.1.2. Vice Commander, 910 Airlift Wing (910AW/CCV)

2.3.1.1.3. Commander, 910 Operations Group (910OG/CC)

2.3.1.1.4. Commander, 910 Maintenance Group (910MXG/CC)

2.3.1.1.5. Commander, 910 Mission Support Group (910MSG/CC)

2.3.1.1.6. Superintendent, 910AW Command Post (910AW/CP)

2.3.2. Wing positions selected as Approving Officials, are outlined in the Wing Memorandum, Approving Officials for the AF Form 2586, Section IV. A DD Form 577, *Appointment/Termination Record-Authorized Signature Card*, will be on file at the 910SFS Pass & ID Office for each individual authorized to sign Section IV.

2.3.3. The 910SFS Pass & ID office will provide the Chief of Information Protection office with current copies of all Signature Cards on file for individuals authorized to sign Section IV. The Chief of Information Protection will provide a list of all these individuals to all unit or division Security Managers.

2.4. Once Sections I - IV are complete, the AF Form 2586 and AF Form 1768 (see Attachment 4) can be hand carried by the individual requesting a RAB to the 910 SFS Pass & ID office. Once the Pass & ID issuing official has verified that all sections of the AF Form 2586 are in order, a RAB will be issued. The Pass & ID issuing official will document the issuance in Section V of the AF Form 2586.

2.4.1. If the digital signature version of AF Form 1768 and the AF Form 2586 is used, it may be sent to Pass & ID through digital means, ensuring it is encrypted rather than hand-carried.

2.4.2. If any documents provided are incorrect or cannot be verified, a RAB will not be issued. The Pass & ID issuing official will report the discrepancies to the individual's unit or division Security Manager.

2.5. The AF Form 2586 will be returned to the unit or division Security Manager once a RAB has been issued.

3. Reissue of Restricted Area Badges:

3.1. RABs may be reissued if the badge is lost, stolen, becomes unserviceable, or there is a change in access, Area IV.

3.2. The unit or division Security Manager will initiate a check in the automated Joint Personnel Adjudication System (JPAS) to determine if the individual requesting a RAB reissue has a valid security clearance. The original AF Form 2586, for the individual requesting a badge reissue, may be used for up to 5 RAB reissues.

3.3. Procedures for a lost RAB:

3.3.1. Upon discovering that a RAB has been lost, the individual issued the badge has 24 hours to report the loss to his/her unit or division Security Manager.

3.3.2. The unit or division Security Manager will appoint an Investigating Official. The Investigating Official will determine if the individual that was issued the badge conducted a thorough search for the badge and or if the loss was caused by carelessness of the individual. The individual will report the loss to the 910 Security Forces Emergency Control Center, at YARS Building 402.

3.3.3. The Investigating Official will sign an "Appointment of Investigating Official Letter and Subsequent Report of Investigation (ROI) – Lost or Missing Restricted Area

Badge (RAB) as shown in Attachment 2. The Investigating Official will present this report and the completed AF Form 1168, *Statement of Suspect/Witness/Complaint*, to the unit or division Security Manager. The Security Manager will keep copies of these documents on file.

3.3.4. The individual requesting the reissue will hand carry the AF Form 2586 and Appointment of Investigating Official and subsequent ROI - RAB to the 910 SFS Pass and ID section.

3.4. Procedures for a Stolen Restricted Area Badge:

3.4.1. Upon discovering that a RAB has been stolen, the individual that was issued the badge must report the theft to his/her unit or division Security Manager and to Security Forces immediately. The individual will complete an AF Form 1168 documenting the circumstances surrounding the loss.

3.4.2. Security Forces will assign an investigator to open a case on the matter. The Chief of Information Protection will be kept apprised of the situation. If a credible threat is discovered the case will be referred to the local Air Force Office of Special Investigations (AFOSI) (Det 10, OLC "C", YARS) for further investigation.

3.4.3. The individual that was issued the badge may be reissued a RAB only if cleared of any wrongdoing in regards to the original badge's theft. The unit or division Security Manager will prepare a "Line Badge Reissue Request" memo as illustrated in Attachment 3, *Restricted Area Badge Reissue*.

3.4.4. The individual requesting the reissue will hand carry the AF Form 2586 and "Line Badge Reissue Request" memo to the 910 SFS Pass and ID Section.

3.5. Procedures for RABs that are unserviceable or need a change in access:

3.5.1. If a RAB becomes unserviceable due to an unrecognizable picture or physical damage a reissue is required. The unit or division Security Manager will prepare a "Line Badge Reissue Request", or similar, memo as illustrated in Attachment 3 for an unserviceable RAB reissue.

3.5.2. If a RAB needs reissued due to a change in access, the unit or division Security Manager will make the change to Section IV of AF Form 2586. Changes will be initialed and any additional signatures will be obtained as outlined in paragraph 2.3. The unit or division Security Manager will prepare a "Line Badge Reissue Request", or similar, memo as illustrated in Attachment 3 for a change in access Restricted Area Badge reissue.

3.5.3. The individual requesting the reissue will hand carry the AF Form 2586 and "Line Badge Reissue Request", or similar, memo to the 910 SFS Pass & ID office.

3.6. Reissue procedures for 910 SFS Pass & ID office:

3.6.1. Upon verification of all documents, the Pass & ID issuing official will reissue a RAB and will document the reissuance in Section V of the AF Form 2586.

3.6.1.1. If any documents provided are incorrect or cannot be verified a RAB will not be issued. The Pass and ID issuing official will report the discrepancies to the individual's unit or division Security Manager.

3.7. Procedures for a mass reissue:

3.7.1. When the accountability loss rates exceeds 10%, a mass reissue will take place.

3.7.2. Security Managers will accomplish a new AF Form 2586 and destroy the old form. The AF Form 2586 will be routed with a Staff Summary Sheet (AF Form 1768) to the approving official.

3.7.3. Security Managers will re-accomplish Security Education Training (SET) and annotate in the remarks section of the AF Form 2586. It will read: "SETS Training accomplished on (Date).

3.7.4. During a mass reissue, Security Managers do not have to accomplish a RAB reissue memo as shown in [Attachment 3](#).

4. Recommended Systems of Control:

4.1. Divisions/units maintain and store AF Form 1199, *Restricted Area Badges*, in a designated and secure area for access by the unit Security Manager or division/unit personnel.

4.2. Each individual maintains responsibility for their RAB when it is issued to them and not in storage as described in **paragraph 4.1**.

4.3. The badge is to be displayed on outer clothing when the individual is inside the restricted area to which it applies, and will be removed immediately upon leaving the restricted area.

4.4. The AF Form 2586 and RAB remain valid only while the individual is assigned to the unit or division in which they were authorized unescorted entry or until unescorted entry is withdrawn. When the individual is reassigned, separated, discharged or retired, the member will return the RAB to the 910 SFS Pass & ID section upon out-processing. The 910 SFS Pass & ID section will provide a receipt indicating the badge was turned in. The member may not complete out-processing until they have returned their RAB.

4.5. A physical inventory of all RABs will be accomplished by 31 December each year.

4.5.1. In order to perform the inventory, RABs must be physically checked with matching AF Form 2586s. Any imbalances of having more or less of AF Form 2586s or RABs should be documented and reviewed to determine their status and resolve the differences.

4.5.2. The inventory will be conducted and authenticated by unit or division Security Manager. A report will be prepared and forwarded to the 910 SFS Pass & ID office no later than 31 December of each year. A copy of the report will be retained with the unit or division Security Manager until completion of the next scheduled inventory.

JAMES D. DIGNAN, Colonel, USAFR
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 31-101, *Integrated Defense (FOUO)*, 8 Oct 2009

AFI 31-101_AFRC SUP 1, *Integrated Defense (FOUO)*, 24 Aug 2011

AFI 31-501, *Personnel Security Program Management*, 27 Jan 2005

AFI 33-332, *Air Force Privacy Program*, 16 May 2011

AFMAN 33-363, *Records Management*, 1 Mar 2008

AFPD 31-1, *Integrated Defense*, 7 Jul 2007

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 1168, *Statement of Suspect/Witness/Complaint*

AF Form 1199, *USAF Restricted Area* (also known as a “Line Badge”)

AF Form 2586, *Unescorted Authorized Entry Certificate*

DD Form 577, *Appointment/Termination Record-Authorized Signature Card*

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFOSI—Air Force Office of Special Investigations

AFPD—Air Force Policy Directive

AW—(910) Airlift Wing

DD—Department of Defense (also known as DoD)

JPAS—(Automated) Joint Personnel Adjudication System

OPR—Office of Primary Responsibility

RAB—Restricted Area Badge (also known as a “Line Badge”)

RDS—Records Disposition Schedule

ROI—Report of Investigation

SFS—(910) Security Forces Squadron

YARS—Youngstown Air Reserve Station

Attachment 2

**SAMPLE: LETTER OF APPOINTMENT OF INVESTIGATING OFFICIAL AND
SUBSEQUENT REPORT OF INVESTIGATION (ROI), LOST OR MISSING
RESTRICTED AREA BADGE (RAB)**

MEMORANDUM FOR 910 SECURITY FORCES PASS & ID SECTION

FROM: 910 XXX/CC

(Date)

SUBJECT: Appointment of Investigating Official and Subsequent Report of Investigation (ROI)
- Lost Restricted Area Badge (RAB)

1. (Rank + Name) has been appointed to investigate and complete a ROI regarding a RAB reported lost.
2. (Rank + Full Name)(**do not show SSN or EID**) a member of (name of organization) has reported the loss of his (or her) AF Form 1199, USAF Restricted Area Badge, Card XXXX, Badge XXXX.
3. (Provide a brief narrative regarding the approximate date, place, and circumstances surrounding the loss)
4. The bearer has searched extensively for his RAB and met with negative results. If the Restricted Area Badge is located at a later date, it will be returned to 910 SFS Pass & ID office. The bearer is aware the RAB is the property of the United States Government. Counterfeiting, alteration or misuse is a violation of 18 U.S.C. 499, 506, and 701, and will make offender liable to a heavy penalty.
5. It has been determined by the named investigating official that the loss of this badge does (or does not) compromise the 910 Airlift Wing Security Program and does (or does not) indicate an abuse by the bearer of the RAB system. ***NOTE:** If determination is made that the badge holder is at fault, a brief statement of circumstances is placed here.*
6. (Rank + Full Name) does require unescorted entry privileges to the restricted area based on his job/mission requirements. I do request a new Restricted Area Badge be reissued.

_____(signature)_____
GEORGE JONES, TSgt, USAFR
Investigating Official

(Date)

Approved / Disapproved (select one choice)

_____(signature)_____
JOSEPH SMITH, Major, USAFR
Commander, (name of organization)

(Date)

Attachment 3**SAMPLE: RESTRICTED AREA BADGE, REISSUE REQUEST**

MEMORANDUM FOR 910 SECURITY FORCES PASS AND ID SECTION

FROM: 910 XXX Security Manager (CPT Joe Smith)

(Date)

SUBJECT: Line Badge Reissue Request

1. (*Rank + Name*) requests a new Restricted Area Badge to replace Restricted Area Badge, Card XXXX, Badge XXXX.

2. (*For an unserviceable badge, explain what is wrong with the current badge. i.e. Scratched up picture. For a stolen badge, tell whether the investigation is complete or not. If the individual has been cleared of any wrongdoing in regards to the badge's theft, state that here. If the individual has not been cleared, DO NOT request a new Restricted Area Badge.*)

3. (*Rank + Name*) requires unescorted entry privileges to the restricted area based on his job/mission requirements. I request a new Restricted Area Badge be reissued.

(signature)

JOE SMITH, Captain, USAFR
910 XXX Security Manager

Attachment 4

**SAMPLE, AF FORM 1768, STAFF SUMMARY SHEET, FOR WING OR GROUP
COMMANDER CONCURRENCE TO ISSUE RESTRICTED AREA BADGE TO
APPLICABLE PERSONNEL**

STAFF SUMMARY SHEET							
	TO	ACTION	SIGNATURE (Surname), GRADE AND DATE		TO	ACTION	SIGNATURE (Surname), GRADE AND DATE
1	910AW/ GP or CC	Approve	Click to sign	6			Click to sign
2	UNIT/CC		Click to sign	7			Click to sign
3			Click to sign	8			Click to sign
4			Click to sign	9			Click to sign
5			Click to sign	10			Click to sign
SURNAME OF ACTION OFFICER AND GRADE			SYMBOL	PHONE		TYPIST'S INITIALS	SUSPENSE DATE
ORGN SECURITY MANAGERS NAME			XXXXXX	609-XXXX		abc	
SUBJECT							DATE
Approve issuance of AF Form 1199 Restricted Area Badge (RAB)							
SUMMARY							
PURPOSE: Identified member (or members) to be issued an AF Form 1199, Restricted Area Badge (RAB) for unescorted entry in accordance with Air Force Instruction (AFI) 31-101, Integrated Defense, and AFI 31-501, Personnel Security Program Management.							
JUSTIFICATION: The AF Form 1199, Restricted Area Badge (RAB) is used to control the entry and internal movement of personnel in restricted and controlled access areas. Unit commanders/division chiefs or designees will make the determination of the individual's need for unescorted entry in accordance with Air Force Instruction (AFI) 31-101, Integrated Defense, and AFI 31-501, Personnel Security Program Management . Member (or members) to be issued of a AF 1199 restricted area badge.							
RECOMMENDATION: Approve issuance of Restricted Area Badge (RAB) by signature concurrence above.							
Thank you.							
<div style="text-align: right;"> _____ (signature) NAME, RANK-GRADE OFFICE OR ORGN </div>							